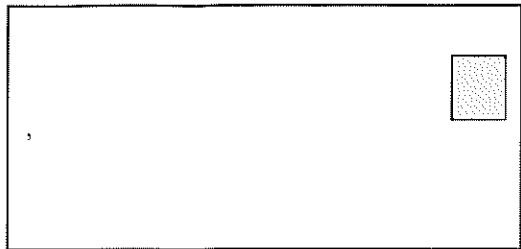


**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**



Employee Name	<u>Genest, Michael</u>
Expense Dates	<u>12/01/09-12/02/09</u>
Total Expense Amount	<u>444.20</u>
Amount Due Employee	<u>70.00</u>
Form ID	<u>TEA000554768</u>

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	12/02	Parking, Auto	26.00	<del>X</del>

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.  
/s/ Fred W Klass

Approved  
by:

7

Fred W Klass

09 DEC - 8 PM 9 26  
FEDERAL BUREAU OF INVESTIGATION  
U.S. DEPARTMENT OF JUSTICE

approved  
12/2/09

## Travel & Expense Account Summary

Employee Name                      Michael Genest  
Expense Dates                      12/01/09-12/02/09  
Report Name                        Dec 2009

Request Total    \$     444.20  
Direct Charge Total   -     374.20  
Travel Advances   -        0.00  
Net Due Employee =     **70.00**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Legislat Summit	444.20

NOTE: (d)=Direct Charge

DATE	Tue Dec 1	Wed Dec 2								TOTAL
Commercial Air Fare (d)	374.20									374.20
Lunch	10.00	10.00								20.00
Dinner	18.00									18.00
Incidentals		6.00								6.00
Parking, Auto		26.00								26.00
<b>TOTALS \$</b>	<b>402.20</b>	<b>42.00</b>								<b>444.20</b>

# **Travel & Expense Account Summary & Detail**

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Legislat	12/01/09	Commercial Air Fare	374.20	Direct Charge
Regular Travel	Legislat	12/01/09	Lunch	10.00	Cash
Regular Travel	Legislat	12/01/09	Dinner	18.00	Cash
Regular Travel	Legislat	12/02/09	Lunch	10.00	Cash
Regular Travel	Legislat	12/02/09	Incidentals	6.00	Cash
Regular Travel	Legislat	12/02/09	Parking, Auto	26.00	Cash